

## JOB SPECIFICATION

<b>Job Title:</b>	Estates Manager
<b>Location:</b>	Home based OR Fowey in Cornwall, Colchester in Essex or Alde Valley in Suffolk/Essex
<b>Salary:</b>	£45,000 - £55,000 per annum (depending on experience)
<b>Contract</b>	Fixed term (12 months)
<b>Hours of Work</b>	Full time, 37.5 per week
<b>Prepared Date:</b>	July 2018

### Job Summary

To play a key role in supporting the Chief Operating Officer to ensure that we deliver operational excellence in our schools and in the Trust's central support team.

A proactive member of the Trust Board, Finance Committee. Working together with the Chief Operating Officer, Chief Executive Officer, Finance Director, Regional Executive Principals and Principals to support the Trust's vision, strategic priorities and academy improvement plans and ensure the highest quality support service delivery to our schools.

Reporting to and in conjunction with the Chief Operating Officer, the Estates Manager is responsible for the performance of the estate and the personnel who deliver the services to it.

### Main Duties and Key Responsibilities

#### Core Duties and Key Responsibilities:

- To report to the Trust and academy leadership teams on estate performance and responsible for estate strategy for each of the schools.
- Ensuring a schedule of Pre-Planned Maintenance is implemented at each site.
- Ensure that onsite estates team are trained and supervised to perform to the standards demanded of the agreed service, and to comply with all health and safety rules, procedures and requirements.
- Selection and monitoring of subcontracted estate services.
- Making decisions over capital works carried out to the estate.
- Responsible for ensuring that all critical assets (including but not limited to electrical services, boiler plant, gas services, water storage and distribution systems and firefighting equipment) are maintained to be safe and compliant to current relevant legislation.
- Responsibility for the estate teams delivering services to the academies and the day to day line management of the Regional Facilities Managers and working collaboratively with the Chief Operating Officer and Finance Director to ensure Trust resources are directed to support our school improvement priorities.
- Ensuring the operational element of the Trust is robust, resilient and compliant with all legal and regulatory requirements.

- Exploring and developing external networks to ensure that our operating model/teams are constantly improving.
- Ensuring effective systems of control and management of risk are in place and being implemented effectively. This includes:
  - Working with the Chief Operating Officer and Finance Director, oversee risk management and mitigation, strengthening control, ensuring that the Chief Executive Officer and Trust Board are appraised of risks and issues and these are being mitigated against and managed appropriately.
  - Ensuring that the Trust is able to meet their legal and statutory governance duties and responsibilities.
  - Ensuring compliance with statutory requirements including all Health and Safety considerations for the estate in the support of school operations.
  - Ensuring the effective implementation of any health and safety recommendations from any specialist external health and safety advice.
- Assisting to ensure tight financial controls on capital budgets, premises and I.T budgets in order to prioritise and respond to the needs of the schools within the Trust.
- Working with the Chief Operating Officer to oversee the Trust's capital programme, estates and asset management, infrastructure (including I.T).

### **Support Services and External Partners**

- Responsible for ensuring the support services and external partners below continue to provide a high-quality service and support the continuous improvement for the Trust and the academies.

### **Contracts and Procurement**

- Contract management and management of all new builds ensuring that the Trust gets good value for money from its contracts and services, working closely with the Finance Director, Chief Operating Officer and Procurement Officer to ensure that this is achieved.
- Ensure all legal agreements for services, supplies, leases etc. are structured appropriately and in the best interests of the Trust.
- Monitor and improve as necessary the operation of policies concerning buying and ordering.

### **Health and Safety**

- Contract oversight for any external health and safety provider. Monitoring service agreements and SLA's and ensure service is clearly communicated to Trust key stakeholders and schools.

### **Safeguarding**

- Comply with Trust policies and procedures on safeguarding and child protection and ensure site teams have received appropriate training in this area.

## **Other duties and responsibilities**

- Undertaking other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Trust Executive Management team.
- Lead and contribute to Trust priorities as needed.
- Perform other duties as assigned.
- Maintain high standards of professional conduct and personal appearance.
- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the Trust.

## **Key Skill/Experience Requirements**

- At least 1 years' experience in a similar role.
- A working knowledge of relevant health and safety processes.
- Previous experience of Project Management in an Estates setting.
- Experience of supporting the development and implementation of an Estates Management strategy that is consistent and appropriate to overall Trust strategy and that reflects the needs of stakeholders.
- Experience of negotiation and the procurement of Estates Management service contracts.
- Experience with managing own budget.
- Ability to communicate well with others.
- Ability to organise duties and prioritise the tasks at hand.
- Ability to work well under pressure.
- Confident in handling complaints and enquiries.
- IOSH or NIBOSH qualified.
- Full clean driving licence.

## Disclaimer

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Bright Tribe Facilities Management reserves the right to revise this job description at any time.

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